

U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Denver Regional Census Center
<http://www.census.gov/roden/www/employ2010.html>
Recruiting Bulletin

POSITION TITLE/GRADE: COVERAGE MEASUREMENT TEAM LEADER GG-0301-05/07/9

ISSUE DATE **July 31, 2009** **Recruiting Bulletin No: 3199-09-103 (I)**
CLOSING DATE: **August 14, 2009**

SALARY: GG-05: \$32,980 GG-07: \$40,852 GG-09:\$49,970

DUTY LOCATIONS: Positions are located at the Regional Census Center in Lakewood, Colorado.

AREA OF CONSIDERATION: All current Census employees serving in the Denver metro area on an appointment of longer than one year (i.e., time limited, indefinite, or competitive appointment). All current ELCO employees on appointment of one year or less must apply to the external posting. **Note:** Applicants must meet qualification and time in grade requirements (must have served one year at the next lower grade, GG-5,7) by the closing date. Time in grade requirement does not apply for the GG-5 level.

NUMBER OF VACANCIES: 1 or 2

EXCEPTED SERVICE APPOINTMENT: This is a time-limited appointment not to exceed 12/30/2010. It may be extended beyond 12/30/2010 based on continuing work needs.

DUTIES: Incumbent works for Census Coverage Measurement (CCM). This position is designed to support the Team Supervisor by carrying out the day-to-day activities which represent complex portions of the CCM. The incumbent applies analytical and evaluative methods and techniques to a variety of functions associated with the oversight of the CCM operations in his or her assigned area(s). The incumbent also assists the Team Supervisor in quality control and coverage improvement operations of the CCM within assigned jurisdiction. The incumbent monitors and evaluates assigned field operations such as data collection, payroll, staffing levels, progress, and project completion to identify problems with timeliness and costs, and for conformance to quality standards. The incumbent analyzes deficiencies reported by regional technician staff and solves problems based on guidelines and precedents. The incumbent recommends solutions for problems dealing with unique or policy issues. The incumbent will also assist in quality control and coverage improvement for assigned portion of the CCM operation(s). The incumbent acts as liaison between the Team Supervisor and the field management staff as directed by the CCM supervisory staff. The incumbent conveys and/or coordinates program management guidance such as the following: technical requirements, plans for and descriptions of the work to be accomplished, established work scheduled standards, progress reports, etc., for 10-20 employees who serve as field supervisors and technical staff support over a large field and office workforce.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements.

To be considered, applicants must submit a separate, individual statement addressing each of the following.

1. Experience planning, organizing, and leading or overseeing, a decentralized workforce or office for a survey or data collection operation.
2. Experience recruiting, training, and evaluating a field or decentralized office operation.

3. Experience applying analytical methods and techniques in order to analyze and/or evaluate performance, progress, and costs reports for a decentralized workforce or office operation.

QUALIFICATIONS: Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

- You must be 18 or older to be hired, and be a U.S. citizen
- You may qualify for a position based on your education, experience, or a combination of both.
- If qualifying based on education, you **MUST** submit a copy of your college transcripts.
- The selectee will be required to supply original transcripts.

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

GG-05:

EXPERIENCE: Applicants must have at least three years of general experience, one year of which was equivalent to at least the grade 04 in the Federal service that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solution; plan and organize work; and to communicate effectively verbally and in writing, **OR**

EDUCATION: Successful completion of a full 4 year course of study leading to a bachelor's degree that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and/or to communicate effectively verbally and in writing.

GG-0301-07:

EXPERIENCE: Applicants must have one year of specialized experience equivalent to the grade 05 level in the Federal service. This specialized experience includes: Experience in assisting with providing day-to-day guidance for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **OR** Experience in assisting senior specialist in at least one of the following: (1) interviewing for technical or support positions; (2) recommending candidates for appointment, promotion, or assignment; (3) providing advice or instructions to employees on work assignments; (4) preparing schedules for completion of work; (5) tracking progress and quality of work; (6) and preparing preliminary draft of comprehensive reports; and/or (7) analyzing factual data and recognizing significant factors, **OR**

EDUCATION: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate level education directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and/or (3) ability to analyze performance, progress, and cost reports for an operation.

GG-0301-09:

EXPERIENCE: Applicants must have one year of specialized experience equivalent to the grade 07 level in the Federal service. This specialized experience includes: Experience in providing day-to-day guidance and establishing work priorities for a statistical survey (i.e., data collection, data processing, data analysis, data presentation) or geographic operation (i.e., such as map scales, symbols, or geographic codes used in cartographic output and mapping applications), or analyzing demographic characteristics; **AND** at least one of the following: **(1)** Experience conducting interviews for administrative, technical or support positions, recommending candidates for appointment, promotion, or assignment, and providing advice, counsel, or instructions to employees on both work and administrative matters, and assigning work to subordinates based on priorities, planning the work to be accomplished, set and adjust short-term priorities, prepare schedules for completion of work, evaluate work performance of subordinates and track progress and quality of work, and

preparing or directing the preparation of cost reports **OR** (2) Experience assigning and reviewing the work of others responsible for collecting, organizing, analyzing, and interpreting specialized data from restricted sources and experience in analyzing factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports, **OR**

EDUCATION: Master's or equivalent graduate degree or two full years of graduate education leading to such a degree directly related to the position that provided: (1) ability to plan, organize, and supervise a survey or data collection operation; and (2) ability to recruit, interview, select, train, and evaluate personnel; and (3) ability to analyze performance, progress, and cost reports for an operation.

HOW TO APPLY:

Mail the following to the address indicated. Application materials must be received by the closing date.

1. Your resume' or OF-612 (see Appendix for required information). You must submit one application packet for each grade level and location for which you are applying. If you submit only one application, you will be considered only for the lowest grade level .
2. Your statement addressing the 3 evaluation criteria
3. Your OF-306, Declaration for Federal Employment (which can be downloaded from our website), and
4. Your other supporting documents such as college transcripts

**U.S. Census Bureau
Denver Regional Census Center (RCC)
6950 W. Jefferson Ave., Suite 250
Lakewood, CO 80235-2032
ATTN: Dulcy Hernandez, Human Resources Specialist**

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR

Appendix

REQUIRED INFORMATION ON OF-612 OR RESUME'

Within the application or resume, **you must provide the following information** in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, grade, and location applying for
- Full name, mailing address (including zip code), day/evening phone numbers, and e-mail address
- Social Security number
- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, and type of degree received. Graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling (720) 533-4120.

CONDITIONS OF EMPLOYMENT:

- This is a mixed-tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make a false statement in any part of your application: you may not be hired, you may be fired after you begin, you may be fined or jailed. Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

For further information on this vacancy, contact Dulcy Hernandez, HR Specialist, 720-533-4120